

Attachment A

PLANNING GROUP FOR A MECHANICALLY INTEGRATED
REPORTING AND COMMUNICATION SYSTEM

SUBJECT: Logging of Classified Information Reports (excluding TOP SECRET)

STATINTL

1. [REDACTED] requires that "proper control of dissemination of all classified defense information shall be maintained at all times, including good accountability records..." [REDACTED] presents policy concerning maintenance of logs for all SECRET and CONFIDENTIAL material.

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2. There is still no consistent pattern in the Agency in the keeping of records of classified material. In some offices, logs are maintained for recording receipt and dispatch by the Office, the Division, the Branch, and even the Section, while in others such record keeping is limited to the Office level, or no logging records are kept at all. Whatever the level at which logging is done, it is clear that at some point in the distribution system logging records are discontinued and "control" from then on is a matter of individual memory and normal security habits practiced in that area. It is also true that copies of classified reports are made by the several offices for individual purposes and that no logging record of such reproduced copies is maintained.

3. Since there is no consistent logging pattern, and multiple logging is expensive in both time and money, the AD/CR proposed to the Central Reference Advisory Group (CRAG) the adoption of a uniform system based upon minimal standards approved by the Office of Security (see CRAG 10-59 which outlines logging procedures in various Agency components). A CRAG Working Committee was established, and a draft study is presently awaiting Committee approval.

4. Since Document Division, OCR, maintains a record of reports it receives for dissemination as well as a record of the distribution made of the copies, the draft CRAG paper is recommending revision of [REDACTED] such that the OCR records be considered the official CIA log and that other office logging of this same reporting be discontinued.

STATINTL

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